

# Statewide Payroll Meeting Calendar Year End



**NOVEMBER 17, 2014**



**ADOA-GAO**

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General Accounting Office

# Introductions

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- Stu Wilbur
- Tracey Cappuccio
- Sam Tekien
- Karen Turner
- Lalita Farr
- Vahn Vo
- Misty Castelo
- Brandon Iddings
- Marla Grossman, RASL

# Contact Information

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- Central Payroll Contact List
- Send any updates to Central Payroll
  - (602) 364-2215 (fax)
  - [Central.Payroll@azdoa.gov](mailto:Central.Payroll@azdoa.gov)



# Recent Accomplishments

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- **HRIS Data Purge**

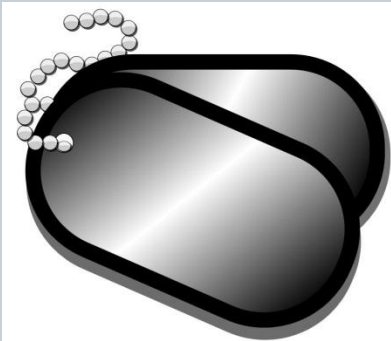
[Sept 7 - 8]

- 2008 Payroll Data

- **Military Leave Roll**

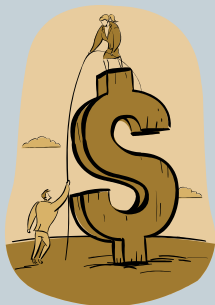
[Oct 3]

- Calculation for the 10/01/14 available balance:  
Was Military Leave used during the prior federal fiscal year?
  - ✦ No = 240 hours
  - ✦ Yes = 240 hours less LP60.1 usage from 10/1/13 to 09/26/14
- Result:  
On LP64.3 the 09/30/14 available balance was reversed & the 10/01/14 balance was added.



# Coming Months

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- ASRS Statewide Audit for FY13
  - GAO will soon be sending any draft findings for agency evaluation/confirmation
- Agency Payroll Guide
  - Version 2 coming to the GAO website
    - ✦ Will fix some links that were broken with the GAO website redesign
  - Comments/Suggestions/Updates welcomed
- Statewide GAO Policies under construction
  - <https://gao.az.gov/publications/saam/saam-draft>
- Y.E.S. Access
  - Separated employees have access for 4 years
    - ✦ YTD Details – back to 2009
    - ✦ W-2s – back to 2006
      - Direct employees requesting Duplicate W-2 to Y.E.S.
      - GAO is reviewing the Duplicate W-2 Request Form

# Negative Leave Balances

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- Central Payroll emails Agencies regarding negative balances
- Agencies should
  - Review the employee's record to determine if an overpayment has occurred.
  - **If an overpayment has occurred:**
    - ✦ If the employee is still active, enter current year time record adjustments (XR35.2) to recover
    - ✦ If the employee is separated or it is for a prior calendar year, prepare an Overpayment Worksheet, send it to the employee and request repayment
  - **If an overpayment has not occurred:**
    - ✦ Enter an LP70 Adjustment to zero the balance.
    - ✦ Watch for end dated plans. Send an e-mail to [central.payroll@azdoa.gov](mailto:central.payroll@azdoa.gov) to get the end date removed

## EMPLOYEE ABSENCE PLANS

Plan	Description	Structure Group	Position	Master Entry	Master End	Accrual End
ANNUAL	ANNUAL LEAVE PLAN	LPANCVD1		01/01/2010	10/03/2012	09/28/2012
ANNUAL	ANNUAL LEAVE PLAN	LPANUNC1		01/01/2010		10/24/2014
COMP	COMPENSATORY TIME	LPCMLAW15		01/01/2010		06/07/2014
COMP	COMPENSATORY TIME	LPCMREG15		01/01/2010	11/26/2012	

# Negative Leave Balances

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- Negative FMLA Leave Balances

- Although it is not a paid leave, it should be corrected

- ✦ Because FMLA has a built in calendar, it is imperative that the proper dates are used when correcting negative balances.

Date	St	Transaction Type	Cycle or Hrs	Amount	Balance
06/06/2014	9	61 FMLA-HOURS/LWOP		4.000000-	3.0000000
06/09/2014	9	61 FMLA-ANNUAL LEAVE TAKEN		.300000-	2.7000000
06/09/2014	9	61 FMLA-SICK LEAVE TAKEN	The actual problem started in early June. Once available time is validated, these are the dates to correct.	3.700000-	1.0000000-
06/09/2014	9	61 FMLA-HOURS/LWOP		4.000000-	5.0000000-
06/10/2014	9	61 FMLA-ANNUAL LEAVE TAKEN		4.000000-	9.0000000-
06/10/2014	9	61 FMLA-HOURS/LWOP		4.000000-	13.0000000-
06/11/2014	9	61 FMLA-ANNUAL LEAVE TAKEN		2.170000-	15.1700000-
06/11/2014	9	61 FMLA-DONATED LEAVE TAKEN		1.830000-	17.0000000-
06/11/2014	9	61 FMLA-HOURS/LWOP		4.000000-	21.0000000-
06/12/2014	9	61 FMLA-DONATED LEAVE TAKEN		4.000000-	25.0000000-
06/12/2014	9	61 FMLA-HOURS/LWOP		4.000000-	29.0000000-
06/13/2014	9	61 FMLA-DONATED LEAVE TAKEN		4.000000-	33.0000000-
06/13/2014	9	61 FMLA-HOURS/LWOP		4.000000-	37.0000000-
06/20/2014	9	3 SYS - FMLA 12 month rollback	These system entries were not the cause of the negative balance	24.000000	13.0000000-
07/04/2014	9	3 SYS - FMLA 12 month rollback		8.000000	5.0000000-

# Incentive Strategies

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- Many different types approved by ADOA HR\*
  - [http://www.hr.state.az.us/ClassComp/PDF/Compensation\\_Strategies.pdf](http://www.hr.state.az.us/ClassComp/PDF/Compensation_Strategies.pdf)
  - Lump sum: receiving the monies in 1 payment
  - Allocation: a weekly proration for Overtime and Retirement purposes

Pay Code	Program	HR Approval*	Overtime Eligible	Allocation over weeks earned
720	Special Assignment	Class/Comp	Yes	Yes
722	Hiring Incentive	Class/Comp	Yes	Yes
730	Spot Incentive	FY Plan	No	No
745	Conditional Retention Pay	FY Plan	Yes	Yes
755	Referral Incentive Payment	Class/Comp	No	No
788	Merit Based–Discretionary	FY Plan	No	Yes
789	Merit Based–(Nondiscretionary)	FY Plan	Yes	Yes
790	Goal Based Incentive	FY Plan	Yes	Yes



# Incentive Strategies - Example

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EIN	Name	Pay Code	Time Record Date	Rate	Allocated
123456	Jack Bauer	790	1/3/14	24	
123456	Jack Bauer	790	1/10/14	24	
123456	Jack Bauer	790	1/17/14	24	
123456	Jack Bauer	790	1/24/14	24	
123456	Jack Bauer	790	1/31/14	24	
123456	Jack Bauer	790	2/7/14	24	
123456	Jack Bauer	790	2/14/14	24	
123456	Jack Bauer	790	2/21/14	24	
123456	Jack Bauer	790	2/28/14	24	
123456	Jack Bauer	790	3/7/14	24	
123456	Jack Bauer	790	3/14/14	24	
123456	Jack Bauer	790	3/21/14	24	
123456	Jack Bauer	790	3/28/14	24	
				312	Lump Sum

- Pay \$312 in a lump sum on 5/15/14 which is to be allocated evenly over the weeks earned

# Incentive Strategies – continued

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- Fiscal Year Incentive Plans are only approved for a specific fiscal year.
  - For example, a plan approved for fiscal year 2014 incentive payments cannot be used as the support for incentive payments paid in FY15\*.
  - Please contact ADOA HR if you have any questions.
- Please coordinate with Agency Leadership as soon as possible to ensure bonuses can be paid as intended
  - Contact GAO Central Payroll to coordinate timing
- No bonuses should be scheduled for Dec 25, 2014 payroll
  - If any errors occur, there is little time left to correct in 2014
  - Central Payroll recommends any bonuses approved to be paid before the end of the calendar year be scheduled no later than the December 11th payroll.

# Canceled Payments & Overpay Deadlines

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- December 3, 2014 - Overpays and payments to be canceled for payments through December 3, 2014
- December 17, 2014 - Overpays and payments to be canceled for payments through December 17, 2014
- December 18, 2014 and after - Any overpays that are submitted cannot adjust Federal or State tax since they have already been remitted.





# November 27th & December 25th Warrant Distribution



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- The warrant distribution for the November 27, 2014 pay date, Thanksgiving holiday, will be moved to Friday.
  - New direct deposit accounts should be setup in HRIS by **November 18, 2014** to ensure the November 27, 2014 payment is paid electronically.
- Warrants for the December 25, 2014 pay date, Christmas holiday, will be mailed from the GAO on Friday.
  - New direct deposit accounts should be setup in HRIS by **December 16, 2014** to ensure the December 25, 2014 payment is paid electronically
- The Direct Deposit transmission is scheduled to occur at its normal time.

# Final Payments in 2014



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- Direct Deposit file is scheduled to be released to B of A on 12/24/14 effective 12/25/14 (no change from a normal payroll)
- Warrants issued on 12/25 for payroll will be mailed from the GAO on Friday
- Handwrites issued on 12/26, 12/29 and 12/30 will be mailed from the GAO
- Final Day for Handwrites – December 30, 2014 @ Noon
- Handwrites will not be processed on December 31, 2014



# A-4s and W-4s



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- Employees can change non-exempt A-4 and W-4 elections anytime thru Y.E.S.
  - Filing “exempt” for Federal and State withholding must be done with **paper**
  - Reports listing the employees who may be impacted by these requirements will be sent electronically in the third week of December
  - Employees that file “Exempt” cannot also ask to have an additional amount deducted. This form would be invalid.
- The 2014 DOR Form A-4 which indicated an employee is “Exempt” from paying State income taxes expires on **December 31, 2014**
  - Employees **must** file a new 2015 DOR Form A-4 to claim exempt status for the 2015 calendar year
  - If the employee does not provide a new Form A-4 by 12/31/14, agencies must change the tax status on PR14 to withhold tax at the default 2.7% (Formula 13)
  - Forms will be posted to [www.azdor.gov](http://www.azdor.gov)
- The 2014 IRS Form W-4 which indicated an employee is “Exempt” from paying Federal income taxes expires on **February 17, 2015**. Employees wishing to claim Federal exempt, **must** file a new 2015 IRS Form W-4 to claim exempt status for the 2015 calendar year
  - If the employee who previously claimed exempt does not provide a 2015 Form W-4 by 2/17/15, agencies must change the tax status on PR13 to Single with Zero withholding allowances on 2/18/15.
  - Forms will be posted to [www.irs.gov](http://www.irs.gov)

# Social Security and Medicare Deductions

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- **Social Security:**

- Effective January 1, 2015, the maximum amount of earnings subject to Social Security will increase from \$117,000.00 to \$118,500
- Both employee and employer tax scheduled to be at the 6.2% rate



- **Medicare:**

- Effective January 1, 2013, The Patient Protection and Affordable Care Act includes a provision that imposes an additional 0.9% Medicare withholding on taxpayers receiving wages from their employer in excess of \$200,000.00 per year.
- Medicare Tax on wages up to \$200,000.00 will be 1.45%
- Medicare Tax on wages in excess of \$200,000.00 will be 2.35%

We are expecting changes to the Federal and State rates for 2015 and will communicate these when they are available by the IRS and DOR

# PAYROLL TAX TABLES AND EMPLOYEE AND EMPLOYER RELATED EXPENSE RATES

\*Items highlighted in yellow have been changed since the last update.

Updated:

November 17, 2015

Effective:

January 1, 2015

## FEDERAL WITHHOLDING 26 PAYS FEDERAL TAX ID NUMBER 86-6004791

(a) SINGLE person (including head of household) - BIWEEKLY TABLE				
If the amount of wages (after subtracting withholding allowances) is:				
The amount of income tax to withhold is:				
Not Over	\$87			\$0
Over	But not over -			of excess over -
\$87	-	\$436	10%	\$87
\$436	-	\$1,506	15%	\$436
\$1,506	-	\$3,523	25%	\$1,506
\$3,523	-	\$7,254	28%	\$3,523
\$7,254	-	\$15,667	33%	\$7,254
\$15,667	-	\$15,731	35%	\$15,667
\$15,731	-		plus 39.6%	\$15,731
(b) MARRIED person BIWEEKLY TABLE				
If the amount of wages (after subtracting withholding allowances) is:				
The amount of income tax to withhold is:				
Not Over	\$325			\$0
Over	But not over -			of excess over -
\$325	-	\$1,023	10%	\$325
\$1,023	-	\$1,163	15%	\$1,023
\$1,163	-	\$6,050	25%	\$3,163
\$6,050	-	\$9,050	28%	\$6,050
\$9,050	-	\$15,908	33%	\$9,050
\$15,908	-	\$17,925	35%	\$15,908
\$17,925	-		plus 39.6%	\$17,925
To determine tax liability, deduct the following from gross pay: number of withholding allowances X \$151.90				
State sponsored dental, health, and life insurances, dependent care, medical reimbursement, and vision care:				
Contributions for all retirement systems; deferred compensation; tax sheltered annuities; bus cards and private transportation.				

## STATE WITHHOLDING STATE TAX ID NUMBER 07-0464000

PR14 AZ FORMULA	% of Gross Taxable Wages	
10	= 5.1%	Optional.
11	= 4.2%	Optional.
12	= 3.6%	Optional.
13	= 2.7%	Optional. (Default for employees who don't submit form A-4)
14	= 1.8%	Optional.
9	= 1.3%	Optional.
15	= 0.8%	Optional.
8	= 0.0%	If EE does not expect to have any tax liability this year. Must file Annually.

## FICA (SOCIAL SECURITY AND MEDICARE) TAXES

	WAGES SUBJECT*	EMPLOYEE	EMPLOYER
SOCIAL SECURITY	up to \$118,500	6.20%	6.20%
MEDICARE	up to \$200,000	1.45%	1.45%
	over \$200,000	2.35%	1.45%

\*To determine taxable Social Security and Medicare income, deduct the following from gross pay:  
State sponsored dental, health, and life insurances, dependent care, medical reimbursement, and vision care.

## MINIMUM WAGE

	MINIMUM WAGE Effective for hours worked on or after
FEDERAL	\$7.25 7/24/09
STATE*	\$8.05 1/1/15 (planned increase)

\*The Arizona Minimum Wage Act does not apply to State Government employees

## RETIREMENT PLAN DEDUCTIONS

CODE		RETIREMENT PLAN		EMPLOYEE			EMPLOYER		
				DED CODE	OLD RATE	NEW RATE	DED CODE	OLD RATE	NEW RATE
1	ASRS	PLAN-ASRS		7903	11.30%	11.48%	7904	11.30%	11.48%
1E	ASRS EO	ELECTED OFFICIALS ASRS PLAN		7919	11.30%	11.48%	7920	11.30%	11.48%
2	CORP	JUVENILE CORRECTIONS (501)		7905	8.41%	8.41%	7906	15.39%	17.00%
3	EORP	ELECTED OFFICIALS & JUDGES (415)		7907	13.00%	13.00%	7908	23.50%	23.50%
3E	EODCRS	ELECTED OFFICIALS DEFINED CONTRIBUTION (NTWD)		7813	8.00%	8.00%	7814	6.00%	6.00%
4	PSRS	PUBLIC SAFETY (007) (ER pays 5% EE share)		7909	5.35%	6.05%	7910	56.99%	62.81%
5	PSRS	GAME & FISH (035)		7911	10.35%	11.05%	7912	60.53%	66.78%
6	PSRS	AG INVESTIGATORS (151)		7913	10.35%	11.05%	7914	111.67%	105.19%
7	PSRS	DEMA (FIRE FIGHTERS) (119)		7915	10.35%	11.05%	7916	23.07%	23.39%
9	NA	NO RETIREMENT							
0	CORP	CORRECTIONS (500)		7901	8.41%	8.41%	7902	13.45%	14.47%
B	PSRS	LIQUOR CONTROL OFFICER (164)		7923	10.35%	11.05%	7924	44.34%	51.10%
F	PSRS	STATE PARKS (204)		7931	10.35%	11.05%	7932	30.75%	32.90%
G	CORP	PUBLIC SAFETY DISPATCHERS (563)		7933	7.96%	7.96%	7934	12.99%	13.92%
H	PSRS	DEFERRED RETIREMENT OPTION PLAN (DROP)		7957	10.35%	11.05%			
J	CORP	PUBLIC SAFETY DETENTION OFFICERS (564)		7961	8.41%	8.41%	7962	5.00%	6.93%
S2	CORP	SUPP BENEFIT - JUVENILE CORRECTIONS					7966	23.80%	25.41%
S4	PSRS	SUPP BENEFIT - PUBLIC SAFETY					7970	62.34%	68.86%
S5	PSRS	SUPP BENEFIT - GAME & FISH					7972	70.88%	77.83%
S6	PSRS	SUPP BENEFIT - AG INVESTIGATORS					7974	122.02%	116.24%
S7	PSRS	SUPP BENEFIT - FIRE FIGHTERS					7976	33.42%	34.44%
S0	CORP	SUPP BENEFIT - CORRECTIONS					7964	21.86%	22.88%
SB	PSRS	SUPP BENEFIT - LIQUOR CONTROL OFFICER					7978	54.69%	62.15%
SF	PSRS	SUPP BENEFIT - STATE PARKS					7980	41.10%	43.95%
SG	PSRS	SUPP BENEFIT - PUBLIC SAFETY DISPATCHERS					7968	20.95%	21.88%
SJ	CORP	SUPP BENEFIT - PUBLIC SAFETY DETENTION OFCRS					7982	13.41%	15.34%
ASRS		LTD ASRS		7509	0.24%	0.12%	7508	0.24%	0.12%
PSRS		LTD PSPRS (HARTFORD)					7520	0.25%	0.25%
PSRS		EODCRS DISABILITY		7987	0.13%	0.13%	7988	0.13%	0.13%

## NO NEW ENROLLEES

B	ORP	T.I.A.A./VALIC	7917	7.00%	7.00%	7918	7.00%	7.00%
A	PSRS	CAPITOL POLICE (160) -> to PS (007)	7921	7.65%	7.65%	7922	12.86%	12.86%
C	ASRS	SYSTEM-ASRS	7925	7.00%	7.00%	7926	7.60%	7.59%
D	NTWD	EMPLOYER'S ANNUITY				7810	5.00%	5.00%
E	NTWD	DEFINED CONTRIBUTION	7807	2.66%	2.66%	7808	2.66%	2.66%

## OTHER DEDUCTIONS AND EMPLOYER RELATED EXPENSES

EMPLOYER RELATED EXPENSES		EMPLOYEE		EMPLOYER		
		DED CODE	RATE	DED CODE	OLD RATE	NEW RATE
UNEMPLOYMENT INSURANCE (SUTA)				T202	0.150%	0.100%
TECHNOLOGY CHARGE (ADOA ASET)				3800	0.200%	0.200%
HR PRO RATA				3802	0.830%	0.830%
ACCUM SICK ERE (RASL)				3804	0.400%	0.400%
WORKER'S COMPENSATION (PR18.1)				3806	varies by job class	varies by job class
COUNSEL SERVICES (AG PRO RATA)				3808		
HR PRO RATA (PERSONNEL BOARD)				3810	0.030%	0.030%
PSRS	ALT CONTRIBUTION RATE - DPS (007)			7936	17.070%	19.650%
CORP	ALT CONTRIBUTION RATE - DOC (500)			7938	6.180%	7.340%
EORP	ALT CONTRIBUTION RATE - EO&J (415)			7940	23.50%	23.500%
CORP	ALT CONTRIBUTION RATE - DJ (501)			7942	6.180%	7.340%
CORP	ALT CONTRIBUTION RATE - DISP (563)			7944	6.180%	7.340%
PSRS	ALT CONTRIBUTION RATE - G&F (035)			7946	17.070%	19.650%
PSRS	ALT CONTRIBUTION RATE - AGI (151)			7948	17.070%	19.650%
PSRS	ALT CONTRIBUTION RATE - FIRE (119)			7950	17.070%	19.650%
PSRS	ALT CONTRIBUTION RATE - LQ (164)			7952	17.070%	19.650%
PSRS	ALT CONTRIBUTION RATE - PARK (204)			7954	17.070%	19.650%
ASRS	ALT CONTRIBUTION RATE - ASRS			7956	9.200%	9.570%
ASRS LEGACY	ASRS LEGACY (415)			7984	12.200%	12.020%
EODCRS LEGACY	EODCRS LEGACY (415)			7986	17.500%	17.500%





# Annual Leave Roll Back

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- For the payday of January 8, 2015, an employee's annual leave balance will be adjusted to show the following:
  - **Deduct**: Annual leave used during the 12/20/2014 to 1/2/2015 pay period
  - **Forfeit**: Annual leave hours in excess of the maximum (240 hours for covered employees, 320 hours for uncovered employees)
  - **Add**: Annual leave accrued during the 12/20/2014 to 1/2/2015 pay period
- Last day to use Excess Leave before roll: 1/2/2015
- Holiday leave balances will not be included in the calculation of determining excess leave
- Family Sick leave balances will be reset to 40 hours automatically by Absence Management 1/1/2015

# W-2s for 2014

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- Schedule for Availability of 2014 W-2s
  - Jan 9th – Target online availability to those who consent
  - Jan 26th – Target mail date for those not consenting
  - Jan 31st – Available online to everyone
  - Mar 2nd – Requests open for additional paper copies
- Please encourage employees to:
  - Consent to receive W-2 electronically
    - ✦ visit <http://yes.az.gov>,
    - ✦ click “Log in to YES”, enter YES username (EIN) and password,
    - ✦ click “Pay”
    - ✦ click “W-2 Tax Statements”, enter the YES username (EIN) and password,
      - If you have already authorized, you will see a green bar on the left menu with “Authorized” above it.
      - If you are not already authorized, click “Authorize Electronic W-2”, then click “Agree”.
  - Obtain W-2s and any needed duplicates from Y.E.S.
    - ✦ Central Payroll will still provide duplicate paper W-2s, but will not accept requests until March 2nd, 2015
    - ✦ 2006 – 2013 W-2s will continue to be available online

# GAO Statewide Payroll Critical Dates

December 2014						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
23 NOVEMBER	24	25 COMPUTE	26	27 PAYDAY 24 HOLIDAY THANKSGIVING	28  WARRANTS AVAILABLE FOR AGENCY PICKUP	29
30	1 DECEMBER	2	3 Cancel Payment/Overpay Deadline for payments thru 12/03/14	4	5  PAY PERIOD END	6 PAY PERIOD BEGIN
7	8	9 COMPUTE	10	11 PAYDAY 25	12	13
14	15 GAO to send report of 2014 A-4 Tax Exempt EEs to agencies. If EE doesn't file A-4 for 2015 by 12/31/14, set to 2.7% Default	16 GAO to send report of 2014 W-4 Tax Exempt EEs to agencies. If EE doesn't file W-4 for 2015 by 2/17/15, set to Single/Zero	17 Cancel Payment/Overpay Deadline for payments thru 12/17/14	18 Overpays for years 2014 and prior cannot refund Fed/State withholdings	19  PAY PERIOD END	20 PAY PERIOD BEGIN
21	22	23 COMPUTE	24	25 PAYDAY 26	26	27
Overpays for years 2014 and prior cannot refund Fed/State withholdings						
				CHRISTMAS HOLIDAY		
				NO HRIS UPDATE NO HANDWRITES	HANDWRITES MAILED WARRANTS MAILED	NO HANDWRITES
28	29	30	31	1 JANUARY	2	3 PAY PERIOD BEGIN
Overpays for years 2014 and prior cannot refund Fed/State withholdings						
		Last chance to pay in 2014. Noon deadline for handwrites.	If EE who was State tax exempt in 2014 didn't file A- 4 for 2015 by 12/31/14, set to 2.7% Default	NEW YEAR'S HOLIDAY		
	HANDWRITES MAILED	HANDWRITES MAILED		Family Sick Leave Reset	PAY PERIOD END	
NO HANDWRITES	WARRANTS MAILED	WARRANTS MAILED	NO HANDWRITES			

# GAO Statewide Payroll Critical Dates

## January/February/March 2015

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
28		29		30		31		1 JANUARY  NEW YEAR'S HOLIDAY		2		3 PAY PERIOD BEGIN	
				Last chance to pay in 2014. Noon deadline for handwrites.		If EE who was State tax exempt in 2014 didn't file A-4 for 2015 by 12/31/14, set to 2.7% Default				Last day to use Excess Annual Leave before Roll			
				HANDWRITES MAILED WARRANTS MAILED		HANDWRITES MAILED WARRANTS MAILED				NO HANDWRITES			
4		5		6		7		8		9		10	
				2PM deadline for W2 address updates						Target Date: 2014 W-2's Online for those who consent. Notification e-mails will be sent as required by IRS			
				ANNUAL LEAVE ROLL									
11		12		13		14		15		16		17 PAY PERIOD BEGIN	
										PAY PERIOD END			
18		19		20		21		22		23		24	
		MARTIN LUTHER KING JR. DAY HOLIDAY											
		Last day to consent to not receive W-2 by mail											
25		26		27		28		29		30		31 PAY PERIOD BEGIN	
		Target Date:  W-2s mailed to address as of 1 / 6 / 15								2014 W-2's Online for ALL Employees wanting duplicate W-2s should be directed to YES.			
										PAY PERIOD END			
1 FEBRUARY		2		3		4		5		6		7	
				10		11		12		13		14 PAY PERIOD BEGIN	
										PAY PERIOD END			
15		16		17		18		19		20		21	
		PRESIDENT'S DAY HOLIDAY		If EE who was Federal Tax exempt In 2014 didn't file W-4 for 2015 by 2 / 17 / 15, set to Single/Zero									
22		23		24		25		26		27		28 PAY PERIOD BEGIN	
										PAY PERIOD END			
1 MARCH		2		3		4		5		6		7	
		W-2 paper duplicate requests will not be accepted until 3 / 2 / 15											

# Elected Officials Defined Contribution Retirement System (EODCRS)

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- EODCRS: Effective 1/1/2014
  - For Elected Officials who are appointed or elected after 1/1/2014
  - Decision path:
    - ✦ If previously EORP, must return to EORP
    - ✦ If never EORP, if previously ASRS, must return to ASRS
    - ✦ If neither EORP or ASRS, must enroll in EODCRS (Defined Contribution)
  - New Retirement Codes: established in HRIS 4/3/2014
    - ✦ Retirement Code 3
      - If previously EORP, return to EORP
    - ✦ Retirement Code 1E
      - If never EORP, but active ASRS member, must return to ASRS
    - ✦ Retirement Code 3E
      - If neither EORP or ASRS, enroll in EODCRS (Defined Contribution)



# EODCRS continued

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- Verifying an Elected Official's Status
  - [WWW.PSPRS.COM](http://WWW.PSPRS.COM)
    - ✦ Reports
      - Elected Official's Status
        - Enter the SSN – click “Check SSN”



Enter the SSN:

**CHECK SSN**

**Employer:** STATE OF ARIZONA  
**Name:**  
**Money On Account:** Yes  
**Status:** Active  
**Service:**  
**EORP/ASRS/EODC:** This elected official must participate in the EORP.

- Retirement Code = 3 – PSPRS EO & JUDGES

# EODCRS continued

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Enter the SSN:

**CHECK SSN**

The SSN you entered does not match any of our records in the EORP. If you are confident that you entered it correctly, then this elected official must contribute to the EODCRS unless he or she has time with the ASRS and chooses to return. Please see above for ASRS contact information.

- Verifying ASRS Member Eligibility

- <https://secure.azasrs.gov/web/EmployerLogin.do>

- ✦ Reports

- Check Member Eligibility

- Enter the SSN and Date of Birth  
click “Search Member”

Member SSN	Date of Birth	Status <small>i</small>	Status Effective Date	Last Post Date <small>i</small>	Membership Date <small>i</small>
		CONTRIBUTING	06/04/2004	10/10/2014	05/28/2004

- Retirement Code = ~~1 – ASRS Plan~~ **1E – ASRS Plan EO&J**

# HRIS Reports available through SIE

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- **AZ224 – JOBCODE Interface**
  - The AZ224 program reads the Lawson JOBCODE table and creates a fixed formatted record with job code information. The salary ranges for the related job code are included. This program produces a standard control report to reconcile the successful completion of the file generation.
- **AZ229 – PAYROLL Extract Download**
  - The AZ229 program extracts data to create a standard payroll interface file for the agencies that requested it. All employer deductions for active and inactive employees and their payment information for the calendar year are written to the interface file.
- **AZ235 – BI-WEEKLY Time Att Download after PAYROLL**
  - The AZ235 program creates agency-specific time and attendance interface files on DAY02 following the biweekly payroll. The file contains calculated information based on time entered or interfaced with HRIS. This interface file reports the actual attendance and pay processed for payroll during the pay period for all employees in an agency. The file also includes leave balances and accruals for the pay period.
- **AZ239 – POSITION Interface**
  - The AZ239 program extracts position-related data from HRIS for agencies that request the information. Each agency receives a file that contains data specific to their agency. The first two characters of the process level are used to determine the agency code.



# HRIS Reports available through SIE

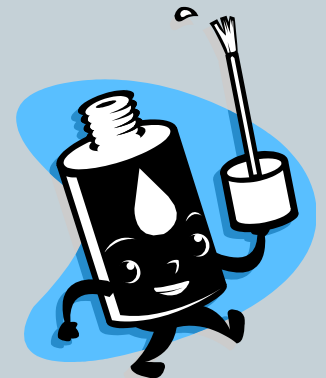
25

- Most Agencies are already indicated to receive:
- **AZ225 – ERE Interface**
  - The AZ225 program produces outbound agency files containing current payroll earnings and employer-related deductions. The files are generated only for those agencies that request it.
- **AZ231 – EMPLOYEE Interface**
  - The AZ231 program produces multiple versions of a standard employee interface file based on the agency that requested a file. All employees are included on files to the Auditor General and OSPB; other agencies such as DES and ADOT only receive data for their employees. Some of the fields on the OSPB file are blanked out due to privacy issues.
- **AZ240 – Agency LEAVE Balances**
  - The AZ240 program extracts leave-related information for agencies that request the information. The file includes accrual and eligible rate and hours, used hours, manual transactions, and transferred accrued hours to eligible hours. This program must run after all Absence Management LP197 programs are completed in order to provide the information from the proper point-in-time.

# Reminder: Payroll Corrections in AFIS

26

- As of December 2, 2013, agencies are responsible for correcting AFIS Payroll transactions related to Expense Structure Errors
- GAO is monitoring that corrections are processed in a timely manner
- Questions regarding the process can be directed to your AFIS Liaison



# BREAZ Project Update



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- Check out the website: <http://aset.azdoa.gov/breaz>
- Review the newsletters so you can see the progress of the project
- Specific questions should be addressed to your agency BREAZ Coordinator



# HRIS Integration Considerations

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- AZ Advantage offers new COA elements and functionality not currently available
- HRIS provides a fixed number of fields, sizes and data types
- Modifying HRIS COTS Product is not a viable option
- Working with the agencies, the BREAZ Project Team has decided to use the AZ Advantage Function Code to infer the majority of Chart of Accounts

# HRIS Integration Approach Update

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- Inbound and Outbound interfaces are in the review and design process
- HRIS Payroll transactions will be loaded into AZ Advantage through the interfaces
- AZ Advantage Function Code to infer the majority of Chart of Accounts (at a minimum: Unit, Appropriation Unit and Fund)
- Additional Accounting elements have been requested to be available for HRIS Employee Time Entry (ETE), which can be entered in addition to Function:
  - Program, Program Period
  - Program, Program Phase and Advantage Activity (ADOT specific)

# AZ Advantage Function Inference

**Function**

Save Undo Delete Insert Copy Paste Search

**General Information**

\*Fiscal Year : 2014

\*Department : IDA

\*Function : 21600

\*Name : FINGERPRINTING- OTC

\*Short Name : FP OTC

Contact Code :

Effective From :

Effective To :

Active : ☒

Budgeting : ☐

Description : FINGERPRINTING, OTC

**Fund Accounting**

Fund : 12345678

Sub Fund : 123456

Object :

Sub Object :

Revenue :

Sub Revenue :

Department :

Unit :

Sub Unit :

Appr Unit :

BSA :

Sub BSA :

Dept Object :

Dept Revenue :

**Detail Accounting**

Location : 123456

Sub Location :

Activity : 123456

Sub Activity :

Reporting :

Sub Reporting :

Task Order :

Task : 123456

Program :

Phase : 12345

Program Period : 12345

**Rollups**

Function Class :

Function Category :

Function Type : HRIS

Function Group :



# AZ Advantage Function Roll-up

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## ▼ Rollups

Function Class :



Function Category :



Function Type :



Function Group :



# HRIS Mapping of Fields to Advantage (Standard)

HRIS Field Name	AFIS Field		Advantage Field
<b>GL Company (4 N)</b>	Statewide Fund (4)		Not defined in Advantage *
<b>Accounting Unit (15 AN)*</b>	Agency (2) Index (5)	OR Agency (2) Index (5) Grant (6) Phase (2)	<b>Agency (2) Advantage Function (10)</b>
<b>Account (4 N)</b>	Comp Object (4)		Object (4)
<b>Sub Account (4)</b>	Appropriation Year (4)		▼ Budget Fiscal Year (4)
<b>Activity (15 AN)</b>	Agency (2) PCA (5)	OR Agency (2) PCA (5) Project (6) Phase (2)	
<b>Account Category (5 AN)</b>	Agency Code 1 OR Agency Code 2	OR Misc Code (not AFIS intg.)	

\* GL Company will be defaulted to value 1 (State Of Arizona)



# HRIS Mapping of Fields to Advantage (Expanded)

HRIS Field Name	AFIS Field		Advantage Field
<b>GL Company (4 N)</b>	Statewide Fund (4)		Not defined in Advantage *
<b>Accounting Unit (15 AN)*</b>	Agency (2) Index (5)	OR Agency (2) Index (5) Grant (6) Phase (2)	<b>Agency (2) Advantage Function (10)</b>
<b>Account (4 N)</b>	Comp Object (4)		Object (4)
<b>Sub Account (4)</b>	Appropriation Year (4)		Budget Fiscal Year (4)
<b>Activity (15 AN)</b>	Agency (2) PCA (5)	OR Agency (2) PCA (5) Project (6) Phase (2)	<b>Agency (2) Advantage Program (10) *</b>
<b>Account Category (5 AN)</b>	Agency Code 1 OR Agency Code 2	OR Misc Code (not AFIS intg.)	<b>Advantage Program Period (5) **</b>

\* GL Company will be defaulted to value 1 (State Of Arizona)

\*\* - Those values are optional and they are intended to be used by agencies which will not infer Program or Program Period on the Advantage Function

# HRIS Mapping of Fields to Advantage

## Lawson Labor Distribution

Employee Defaults maintained in the Accounting Unit

Expense Account

GL Company (1)

Accounting Unit

Account

Sub Account

Data entered optionally at time of ETE in the Activity Field

Activity

Activity

Account Category

## Advantage Chart of Accounts

### Fund Accounting

Fund

Appropriation

BFY

Sub Fund

Object

Dept

Unit

Sub Unit

### Detail Accounting

Activity

Task

Program

Sub Activity

Sub Task

Program Period

Function

Task Order

Phase

Sub Function





Location


Sub Location

# HRIS Financial Interface Approach Update

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Position (ZP02.1)


  **Change**  **Previous**  **Inquire**  **Next** | **Inquire** 

Company  


STATE OF ARIZONA

Process Level  

AD-FINANCIAL SERVICES DIV GAO

Position  

FIS SVS SPCT I

Effective  

-  

Update Employees, Requisitions

Main

Structure

Payroll


Annual Hours 2080

Salary Class H


Hourly


Pay Frequency 2

Biweekly

Expense Account  

FUNCTION CODE





REGULAR BASE

Activity  



CENTRAL SERVICES BUREA

# HRIS Financial Interface Approach Update

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- Employee Time Entry will be standardized to one option - ETE (with HRIS Account Template)

**LAWSON** Employee Time Entry Form-Labor (ZS37.3) Welcome [logout]

Home | Your Employee Services | Proxy Self-Service | Manager Self-Service | Manager Space | Mgr Self Service Guide | Career Management | Employee Dates | Direct Reports | ETE Reference Guide-MGR | Emp Labor Time Summary | Employee Time Summary | View Prior Time Records | Proxy Labor Self-Service

Back | Detach | Save | DeleteAll | Inquire | Inquire

Employee 02150 | Pay Period Sat. 07/09/2011 12:00am - Fri. 07/22/2011 11:59pm | Time Card Status Submitted

Week 1 | Week 2 | Leave Balances

Week 1 Hours 40.0

Pay	FC	Code	07/09	07/10	07/11	07/12	07/13	07/14	07/15	AC	SH	Account Template
	100								4.00		1	AD-TEMP-02
	100A								2.00		1	AD-TEMP-01
	300					8.00					1	AD-TEMP-02
	310				8.00						1	TEST2
	340						8.00				1	ADTESTTEMP
	360							8.00			1	AD-TEMP-01
	375								2.00		1	TEST1

APPROVE | REJECT

Done | Trusted sites | 100%

# HRIS Financial Interface Approach Update

(37)

## Agency Account Template (ZS04.1)

Company  STATE OF ARIZONA

Agency

Process Level  AD-FINANCIAL SERVICES DIV GAO

Department  FSD/GAO FAAR

Account							Account
FC	Template	Description	AFund	Acct Unit/Index	AY	Activity/PCA	Category
<input type="checkbox"/>	GAO-BREAZ	TO RECORD TR GAO BREAZ	<input type="text" value="1"/>	<input type="text" value="FUNCTION"/>	<input type="text" value="2015"/>	<input type="text" value="PROGRAM"/>	<input type="text" value="PPD"/>
<input type="checkbox"/>			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

# HRIS Integration Approach

## September BREAZ Newsletter

<https://aset.az.gov/breaz>

### BREAZ NEWSLETTERS

September 2014 Volume 2 Issue 9

August 2014 Volume 2 Issue 8

July 2014 Volume 2 Issue 7

Statewide Payroll Meeting



## FUNCTIONALLY SPEAKING

### HRIS Integration Approach

Integration with key legacy systems like HRIS and Procure AZ is an important part of the BREAZ project. At the August Agency Coordinator meeting, we presented the approach to the HRIS Integration with the New AFIS.

The BREAZ Project has standardized many of the State's business processes and the State of Arizona Chart of Accounts (COA). The New AFIS offers new COA elements and functionality that are not currently available in AFIS and HRIS. Upon review of the new elements, the agencies communicated that they plan to use the majority of them to allocate payroll expenditures. To allow for this and to meet HRIS requirements, the BREAZ Project Team has decided to use the New AFIS's Function COA element as the primary tool.

#### **Mapping of HRIS Accounting Units to the New AFIS COA elements**

HRIS GL Company (4) = 1

HRIS Accounting Unit (15) = New AFIS Agency Code (2) + New AFIS Function (10)

Agencies will utilize the New AFIS's Function Type rollup as the mechanism to trigger transmittal of the Function to HRIS. The Function Type rollup will be used by agencies to determine if a Function is available for use in HRIS, Maximo and TRIRIGA:

- **HRIS** – The Function element will be included in the interface to HRIS (this replaces the current AFIS H01 screen concept)
- **LGST** – The Function element will be included in the interface to Maximo and TRIRIGA
- **HRLG** – The Function element will be included in the interface to HRIS, Maximo and TRIRIGA

Some agencies with unique grant/program and project accounting require the New AFIS to capture additional COA elements, such as Program, Program Period, and Program Phase, in order to properly allocate payroll expenditures. Since these agencies are not able to solely rely on the inference of the New AFIS Function/HRIS Accounting Unit as a primary tool, an additional option was designed using HRIS Activity and HRIS Account Category. There are two agencies that require a different set-up, which is not shown below.

#### **Mapping of HRIS Activity to the New AFIS COA elements**

Activity (15) = New AFIS Agency Code (2) + New AFIS Program (10)

#### **Mapping of Account Categories to the New AFIS COA elements**

Account Category (5) = New AFIS Program Period (5)

The Activity Type rollup value, **HRIS** will be used by agencies to determine if an Activity Code is available for use in HRIS. This replaces the current AFIS H03 screen concept. In order to support the integration, the HRIS Activity must be setup as 5 characters or less.

In order to support the integration to HRIS, the New AFIS Program COA element and the HRIS Activity must not include spaces in their naming conventions. If the agency prefers to simulate a space, the BREAZ Project Team recommends using the underscore character.

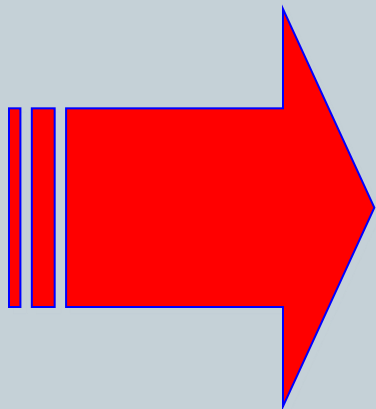
# The End

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any questions



Next Meeting:



Fiscal Year End  
Statewide Payroll Meeting  
Monday, May 18, 2015  
ADOA Conference Room 300